

Planning and Zoning Director

Dept: Planning and Zoning

FLSA Status: Exempt

General Definition of Work

Performs complex professional work planning, directing and supervising the Planning and Zoning department and daily operations and staff, resolving citizen conflicts, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Manager. Continuous supervision is exercised over all personnel within the team.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Analyzes, prioritizes and addresses county land use and zoning programs and needs.
- Supervises the enforcement of county zoning and related ordinances.
- Coordinates planning activities with non-county agencies.
- Directs development studies including land use and strategic planning.
- Presents requests for rezoning and attends public hearings.
- Plans, directs, sets goals, supervises and evaluates department activities and personnel.
- Prepares and monitors departmental budget, revenues and costs.
- Works closely with the Planning Board, County Commissioners and municipal elected boards.
- Attends and acts as a representative of the County at various meetings, commissions and organizations.
- Facilitates conflict resolution strategies with citizens regarding zoning and planning.
- Serves as the designated review officer for plats recorded in Randolph County.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of municipal ordinances governing zoning related codes; comprehensive knowledge of routine legal procedures as related to the enforcement of laws and ordinance; comprehensive knowledge of site development plans as they pertain to zoning and land use management; comprehensive knowledge of the principles and practices of planning; comprehensive knowledge of standard office equipment and applicable hardware and software; comprehensive skill completing plans review and creating reports to show in court; comprehensive skill operating standard tools of the trade; ability to give direction and evaluate work of subordinate staff; ability to understand governmental accounting practices in maintenance of financial records; ability to organize and prioritize work; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate and express ideas effectively, both orally and in person; ability to prepare concise reports; ability to establish and maintain effective working relationships with property owners, building contractors, attorneys, engineers, county officials and the general public.

Education and Experience

Bachelor's degree in public affairs, geography, or related field and six or more years experience working in planning, zoning, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Subdivision administration certification.
- Zoning administration certification.
- Land use planning certification.
- Review officer certification.

Competencies

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

Visionary Leadership: Creates a clear, compelling vision; Communicates vision and gains commitment; Acts in accordance with vision; Displays passion and optimism; Mobilizes others to fulfill the vision

Financial Responsibility: Understands financial targets and budget goals; Incorporates financial analysis into strategic decisions; Implements operating budget flexibility to address changing priorities; Creates sound business cases to support expenditures; Promotes conservation of organizational resources

Planning and Zoning Director

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date